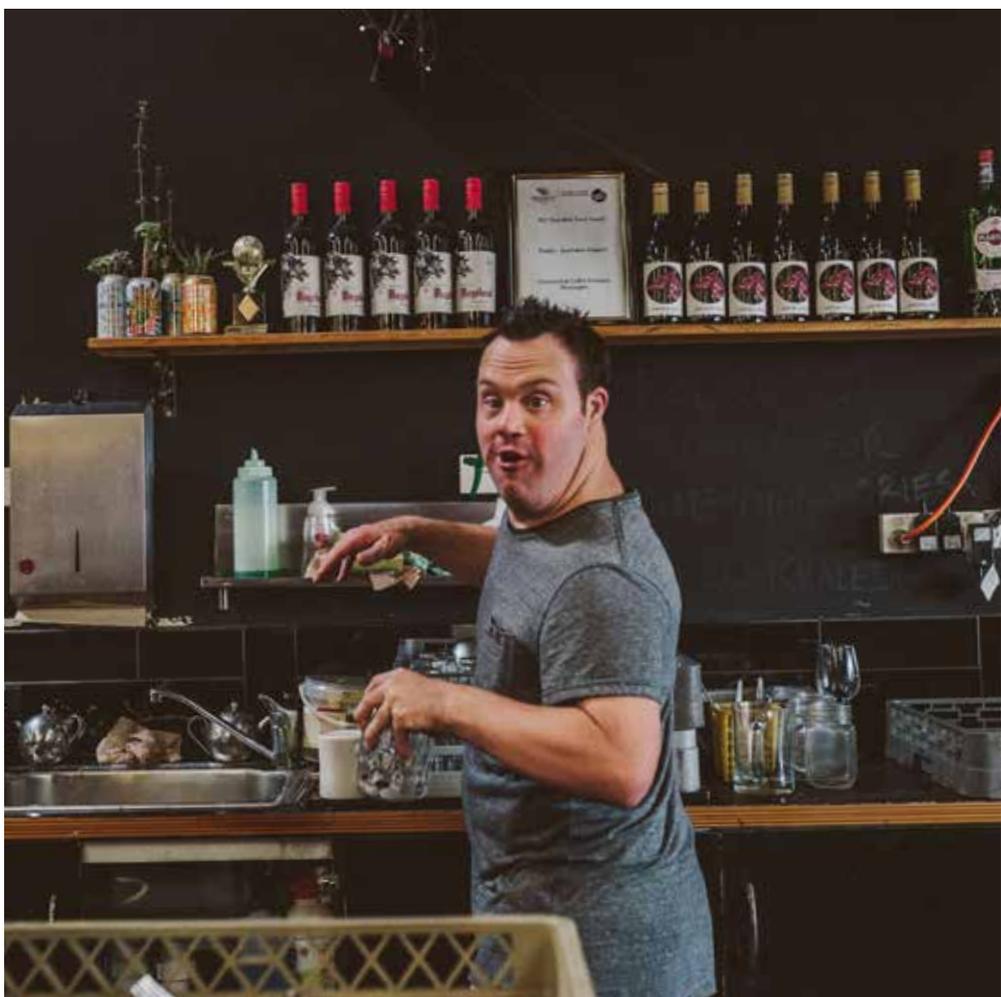


SINGLE ORIGIN!

ASK OUR BARISTAS WHAT
WE'RE POURING

MANIFESTO





Our Manifesto



Commonfolk Coffee Company and Merchant & Maker are more than just coffee, food and art. They are unique creative spaces that focus on freshly roasted small batch coffee, seasonal accessible food and have strong links to the artistic community. First and foremost they are spaces for the 'common' person, and our obsession is to serve our customers, community and industry accordingly. Join us as we celebrate the 'makers' and the 'folk' that make us so special.

Our Values



Accessible Excellence This is expressed in the way we treat our clients, our team, quality of produce, presentation, and entertainment. Our aim is to offer the best dining and community experience without the slick frills, and delivered at the best possible price to engage as wider audience as possible. We want to be a bullshit free zone where customers can engage with an authentic, and honest presentation of what we do and who we are. We want to create unique personalities for our spaces and remain industry leaders in everything we do. We will be driven by innovation and creativity, and will not be swayed by trends and reviews.

Passionate People Our people are our priority. We don't want to just hire, we want to create pathways for our people to excel in hospitality and feel confident and empowered to realise their potential. We wish to build a culture of community, friendship, acceptance, and forgiveness within our work places. Employees should feel involved and valuable to our companies. We want to foster a core group of committed full-time employees that are sold out to our manifesto and vision - but we realise that for many of our team members we are just a stepping stone towards different things, and we want to support everyones individual journey. Our employees will feel connected to everything we do. They will feel safe to take risks and make mistakes, as well as learn and further their own professional development. Our people set our culture, create our vibe, and even choose the tunes we crank over the sound system, and we're behind every single one of them.

Special Spaces Our clients should feel like family, like they are entering a familiar safe space where they can be themselves. We want to create connection between ourselves and clients. We want to be the place our customers would rather be. We are committed to averting our gaze towards our customers, and actively look for opportunities to get involved in making our customers experience better. We aren't shy about being a friend, counsellor, or mentor depending on the situation. We relish the chance to show random acts of kindness, we say hi and bye even when it's weird, and we're transparent with our customers even when it's busy or awkward. Learning peoples names is not enough - all employees should foster relationships and community with our customers.

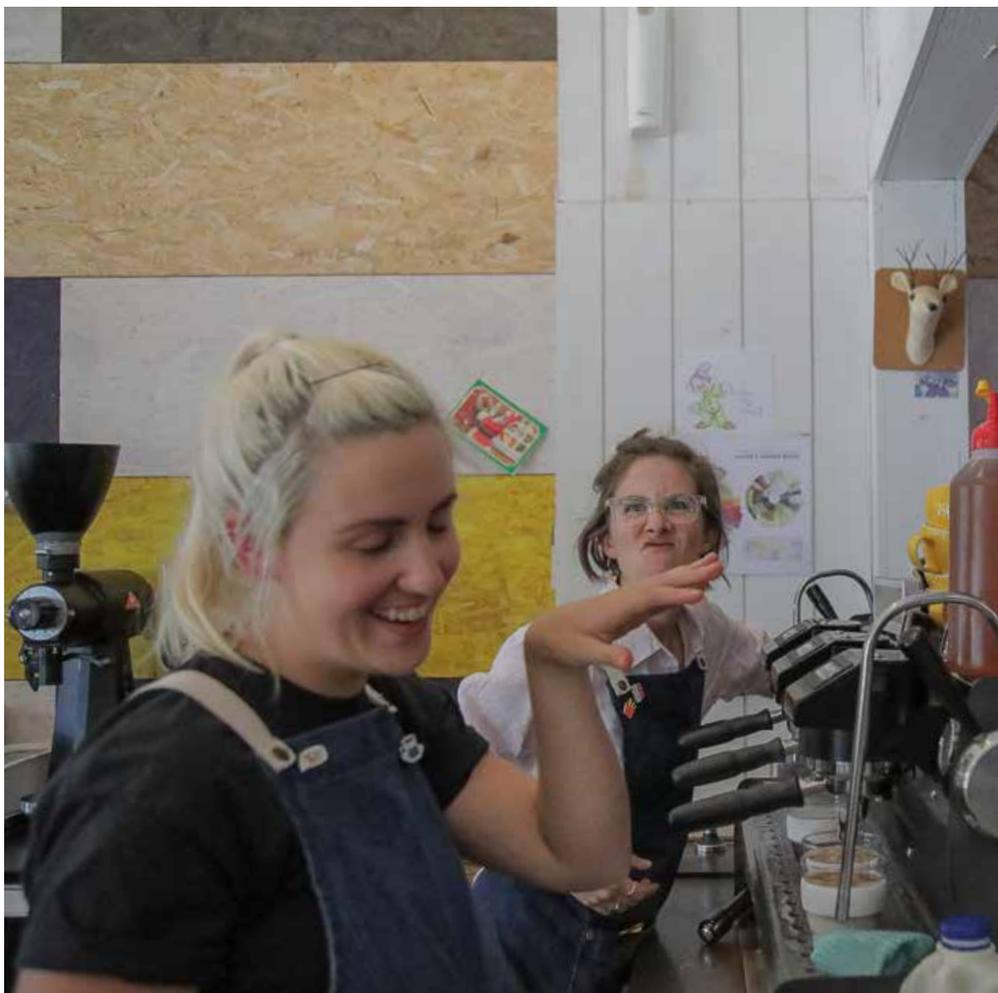
Creativity Our spaces, the food, the art, our approach to coffee will all exhibit a contagious creativity. Aesthetically pleasing design, continual change of the interior, exhibitions, and a focus on stimulating surroundings will enable our spaces to inspire and engage our customers. We encourage our team to get involved in curating and driving the aesthetic; from our interiors, our tunes, to our cake presentation - we want our team to celebrate their creativity in whatever form it takes.

Integrity We aim to administer and run our business in a way that will benefit our staff, our community, and ourselves. We want to support the most vulnerable members of our community through programs such as 'The Cup That Counts' and 'Coffee Ninjas'. We want to promote and participate in a sustainable and environmentally conscious industry. We encourage our team to harness their collective power to enact change in the face of injustice, and celebrate when we overcome oppression. We will not compromise for the sake of profit, ease, or time. Instead we will hold strong to our values and remember that we stand to create something utterly unique on the Peninsula and abroad.

HAVE YOU TRIED
SINGLE ORIGIN?

ASK OUR BARISTAS WHAT
WE'RE POURING





Our Vision



We have a clear vision for our future. We want to develop into one of the world's premier specialty coffee roasters. Our goal is to foster a loyal and engaged client base at our Peninsula cafes, who are willing to experiment with their coffee choice, brew method and home brewing. We want our retail customers to feel connected and involved in the development of our brand, so that their level of engagement and trust in our product reinforces our brands credibility.

We want to diversify our business by expanding our wholesale family, opening more venues, and developing our cafes. We want to capture the market of the home coffee maker and offer them higher quality coffee, and expert assistance to help assist their coffee brewing. We want to capture the local café market, offering them exceptional roasted coffee at a reasonable price and as well as providing a high level of training, equipment, and support. Finally we want to expand our footprint beyond the Peninsula, opening another new locations and supplying other cafes further abroad.

As a business we seek to provide training and opportunity that will enable our employees to develop legitimate careers at our company. Our aim isn't to lose our best workers but to reward and keep them. Our ambition is to create new job titles and opportunities for our employees' in the fields of venue management, roasting, sales, training, brand development and production. We are willing to work hard and sacrifice to see our vision come into fruition and we expect our employees to be prepared to do likewise.

Our Code of Conduct

.....

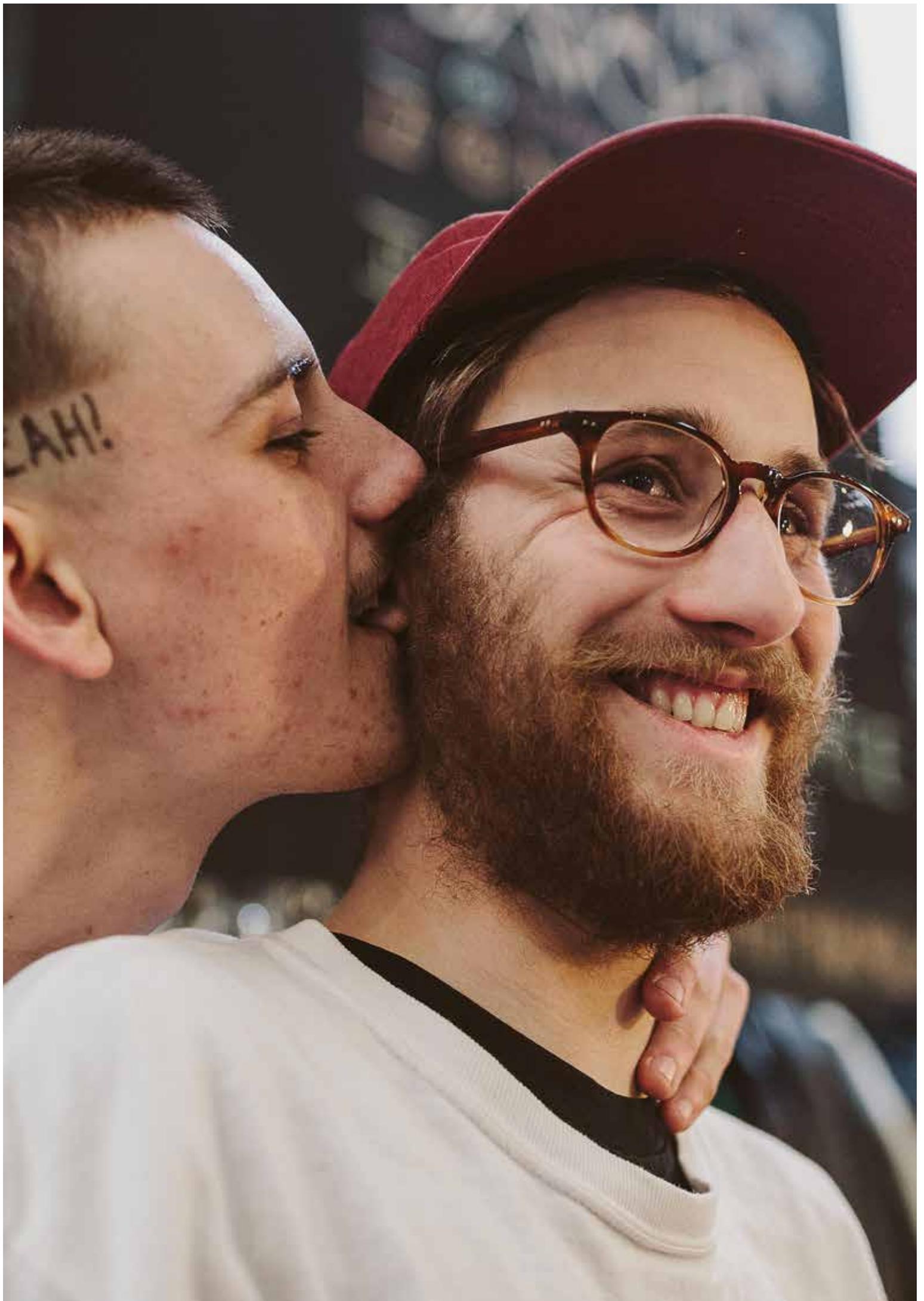
The standards maintained by Commonfolk Coffee Company and Merchant & Maker are critical to our business success. All our employees must be aware of these standards and the conduct required of them as an individual and as a member of a team. In return we are similarly committed to developing a workforce in which diversity is valued and employees can experience a workplace free from discrimination, harassment, threats, intimidation and humiliation.

Employees are responsible for:

- Their own behaviour and actions at all time
- Being aware of and complying with all company policies and procedures
- Treating customers and colleagues fairly and with respect
- Acting in the best interest of the company at all times
- Immediately informing a manager if they believe that they or a colleague has been the victim of harassment, bullying or discrimination
- Taking all reasonable steps to secure our premises and property
- Seeking advice and/or authorisation before undertaking an action or activity that may be contrary to company policy

Employees must not engage in unacceptable behaviour, which includes, but is not limited to:

- Serious or life threatening breach of safety standards
- Fighting or serious harm/abuse of others
- Arriving to work under the influence of alcohol
- Arriving to work under the influence of illicit drugs
- Possessing or distributing alcohol or illicit drugs while in the workplace
- Making false or misleading claims with the intent to defraud the company
- Failure to follow lawful instruction
- Damage or theft of company property or property entrusted to the care of the company
- Falsifying company information, including attendance records
- Intentional damage to company or other people's property
- Careless work practice resulting in personal injury or property damage
- Possession of firearms, other weapons or hazardous substances at work
- Verbal or written abuse
- Discrimination, harassment and bullying
- Threatening or intimidating behaviour
- Directly or indirectly engaging in any activity which could by association bring our companies into disrepute
- Unauthorised passing of sensitive or confidential information obtained by or relating to our companies or their operations, to a third party, or posting of such information in a public domain
- Unauthorised use of the company name or logo
- Smoking in any public area while working
- Consuming alcohol while on duty or a break





Clock On/Payroll/Absentees

- Every employee is expected to report to work, ready to commence at the time indicated by the roster.
- Every employee must complete clock on at the beginning of any shift, break, recommencement from break, and the end of a shift.
- All food and drink consumed must be recorded
- If an employee is unable to attend work due to illness or any other unforeseeable reason, the employee must personally phone their manager prior to the employee's normal commencement time (employees may not leave a message with a colleague regarding their ability to report to work).
- If an employee is aware that they will be unable to work on a rostered shift it is their responsibility to arrange an appropriate replacement.
- The pay fortnight begins on Thursday, meaning that you will be remunerated each fortnight for hours worked between Thursday and Wednesday of the previous fortnight. Pay will be transferred into employees' bank accounts on a set day each fortnight. This day can change without prior warning or consultation.

Cash/Stock and Assets

- Money is never to be lent to any person whether a customer, colleague or manager.
- IOU's are never allowed even to colleagues.
- Employees may not lend anyone stock or assets owned by the company.
- Employees are not allowed to discount or refund unless authorised to do so by a manager.
- If a customer is unhappy with a product, employees are permitted to replace the product like for like, but only if there is a reasonable claim that the product was not what the customer believed they were purchasing.

Grievances

A grievance is any employment related matter that an employee feels is unjust, unfair, causes resentment, upset or distress. Employment related grievances may include, but are not limited to complaints regarding:

- Interpersonal conflicts
- Lack of communication on work related issues
- Performance ratings
- Inappropriate behaviour or workplace harassment
- Outcomes of internal recruitment processes
- Unfair allocation of development opportunities, training etc

All grievances must be taken to a manager immediately. Under no circumstances should a grievance be discussed between colleagues before it has been brought to the attention of a manager. Management will do its best to see all grievances resolved as efficiently and fairly as possible. Employees are encouraged and entitled to express even minor grievances to a manager. It is company policy to develop its values and philosophy around its employees.

Workplace Accidents

- All workplace accidents must be reported to a manager immediately
- If an employee is injured at work, the injured employee must:
 - Report this to their manager
 - Fill in a report in the Accident Report Book
- The following information must be recorded:
 - Description of the injury
 - Date and time of the injury
 - Injured employees signature
 - Signature of any witness
 - Signature of employee's manager

Confidentiality

All information about the company is regarded as being confidential (in particular information relating to our customers, employees and financial performance). Employees are not allowed to remove from the premises any information relating to our companies activities unless it is a requirement of the task you were assigned.

In addition:

- You should not make copies of information or do anything that could result in persons, other than current employees, gaining access to information about the company or its present/former employees.
- You should not give other employees information unless that employee requires this to perform their job.
- You should not share information or discuss with other employees specific details regarding your employment including rates of pay, KPI's, contracts etc unless that employee requires this to perform their job.

Breach of these requirements may result in dismissal and legal action

Disciplinary and Dismissal Procedures

- An employee who is found to be in breach of our Code of Conduct will be subject to disciplinary action, by the way of verbal or written warning. If there is a further breach, after a written warning, this could lead to termination of employment.
- Any breach of the relevant Health Act, Licensing Act or Equal Opportunity Act, could lead to termination of employment.

An employee whose conduct constitutes serious misconduct will be terminated immediately without warning or notice. Serious misconduct includes but is not limited to:

- Conduct that causes imminent and serious risk to the health or safety of a person
- Theft, fraud or assault
- Refusing to carry out a lawful and reasonable instruction that is consistent with the employee's contract of employment.
- Participating in any illegal activity while working





I agree that I have read the Manifesto, Values, Vision and Code of Conduct, and agree to uphold them to the best of my ability as an employee of Commonfolk Coffee Company or Merchant & Maker.

EMPLOYEE SIGNATURE:

Director - SAM KECK

Director - BEN HOGAN